



FY - 2013

**SOUTH CAROLINA
HEPM BUSINESS
PLAN**

Objective: Recruitment

Goal 1: Assists NRCS with the recruitment and hiring of Hispanics in all disciplines.

Action Item	Start Date	End Date	Responsibility	Percent Complete	Comments
Personal contact with Local University Staff	10/12	10/13	HEPM	0%	Re-establish contact with personnel and students at Clemson University.
Help to hire one Hispanic employee	10/012	10/13	HEPM/HR/STC	0%	Keep in contact with summer intern students.
Network with NOPHRCSE and students	10/12	10/13	HEPM	0%	

Objective: Retention

Goal 2: Facilitate the retention of Hispanics Employee's.

Action Item	Start Date	End Date	Responsibility	Percent Complete	Comments
Provide information about housing, employment, schools etc. to new employees/students.	10/12	10/13	HR/HEPM	0%	
Inform and encourage Hispanic employees to participate in training, conference opportunities.	10/12	10/13	HEPM	0%	

Objective: Promotion Opportunities

Goal 3: Assist employees with promotional opportunities

Action Item	Start Date	End Date	Responsibility	Percent Complete	Comments
Make employees aware of promotional opportunities. Vacancy distribution.	10/12	10/13	HEPM/HR	0%	
Encourage supervisors to mentor, guide their employees on their career	10/2	10/13	HEPM	0%	

goals (EDP/IDP) Ex. Promotion- training						
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Objective: Training

Goal 4: Provide training opportunities to HEPM's

Action Item	Start Date	End Date	Responsibility	Percent Complete	Comments
Attend NOPHNRCS Conference			HEPM	0%	Conference suspended due to budget constraint. Training might be provided in a teleconference
Complete mandatory SEPM/EEO training			HEPM	0%	Wait for guidance from NHEPM
Report HEPM information to all employees	10/12	10/13	HEPM	0%	
Attend to HEPM training and 2-3 teleconferences.	10/12	10/13	HEPM	0%	Attended HEPM teleconferences.
Make sure all CR courses are taken thru Ag-Learn and NEDC.	10/12	10/13	HEPM/HR	0%	

Objective: Outreach**Program Goal:**

- Goal 1 - To Increase diversity in the South Carolina NRCS workforce which provides equal opportunities for all employees, to support and promote non-discrimination in the work place.
- Goal 2 – Provide an equal opportunity in program participation to all producers, to support and promote non-discrimination.

Action Item	Start Date	End Date	Responsibility	Percent Complete	Comments
Hispanic Heritage Month Celebration. Organize and implement activities.	9/15/12	10/15/13	HEPM	0%	
Electronic outreach to all employees as issues develops.	10/12	10/13	HEPM	0%	
Ensure that Hispanic producers are informed about Farm Bill Programs.	10/12	10/13	HEPM/PAS	0%	
Participate in one State CR review.	10/12	10/13	HEPM	0%	
Complete annual report	10/12	10/13	HEPM	0%	

Strike force 3/13 9/30/13